



Privacy Policy

May, 2024

Bizzybee values your right to privacy and security when working and interacting with us. This privacy policy explains how we use and store your data.

Personal information & how we use it:

The personal information we hold relating to you and your business may differ depending on the services we execute for you and the relationship we have. We use your personal data for the following purposes:

Personal information

Such as your name, physical address, email address and telephone number, which you provide to us by signing up to use our virtual assistant services and receive information from our marketing team. We use that information to contact you regarding the provision of our Services.

Invoicing information

Such as your Company name, VAT number, telephone, invoicing address, town, country, postal code, bank details, PO numbers etc. that you provide to us when you choose to buy our Services. We use such information to identify you, verify your purchase of our Services, and for invoicing purposes, as applicable.

Legal responsibilities

To protect our business operations and comply with UK Laws, we reserve the right to supply Government Agencies with relevant information on request. This includes but is not limited to: Police, HMRC, Trading Standards, etc.



Privacy Policy

May, 2024

Online activity information

We may receive personal information about you when you use the Services or your activity when visiting our website; this may include your IP address, your operating system, your browser ID, your browsing activity and other online identifiers (to the extent that they are personal information), and other personal information that you provide to us online. We use the following tools to track this: Google Analytics, Aweber, WordPress.

Data we do not collect

We do not collect any Sensitive Data about you. For example details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

We do not collect any data from Minors under the age of 18. No one under the legal age requirement may provide any personal information to or through our website while using the Services. We do not knowingly collect personal information from minors. In the event that we find out that we have collected personal information from a minor without verification of parental consent, this information will be deleted.

Your Customer Data

Location of Storage

- We use secure, domain-specific email and google cloud storage.
- All storage complies with GDPR and Bizzybee is registered with ICO (#)
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Retention of your personal information

We will keep your personal information for as long as is necessary for the purposes for which we collect it and always in accordance with any applicable statutory data retention periods. Any redundant data will be deleted and we regularly review storage for this purpose.



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Privacy Policy Modifications

Our Privacy Policy may be amended from time to time. If Bizzybee does amend this Privacy Policy, we will post notice of the changes on our home page and send a respective email to all users. Those amendments will also be posted here, so visitors are encouraged to check back regularly for any changes.

Your Rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests, direct marketing and processing for the purposes of scientific/historical research and statistics).
- If you have raised a complaint directly with Bizzybee which remains unresolved, you have the right to contact the Information Commissioner's Office (ICO).

Your Consent

By accepting our service you agree to this Privacy Policy and by granting your express consent, you accept the processing of your personal information, as set forth and for the purposes described in this Privacy Policy.